

# Department of Administration

## Overview

**Joint Appropriations Subcommittee on General Government**

**March 12, 2015**



**FISCAL RESEARCH DIVISION**  
A Staff Agency of the North Carolina General Assembly

# Outline

- Background
- Budget History
- Recent Legislative Actions
- Information Requested from DOA
- Division Descriptions

# Background

- Established in G.S. 143B, Article 9 and G.S. 143
- Created in 1957
- Has two roles
  - Acts as State's business manager
  - Provides a variety of services to specific groups of citizens through a variety of commissions and divisions

# Divisions:

## Services for Government

- Facilities Management
- Fiscal Management
- Historically Underutilized Business
- Mail Service
- Motor Fleet Management
- Purchase and Contract
- State Construction
- State Parking
- State Property
- Surplus Property

# Divisions:

## Services for the Public

- Commission on Indian Affairs
- Council for Women
- Human Relations Commission
- Veterans Affairs
- Justice for Sterilization Victims Foundation
- Non-Public Education
- Youth Involvement

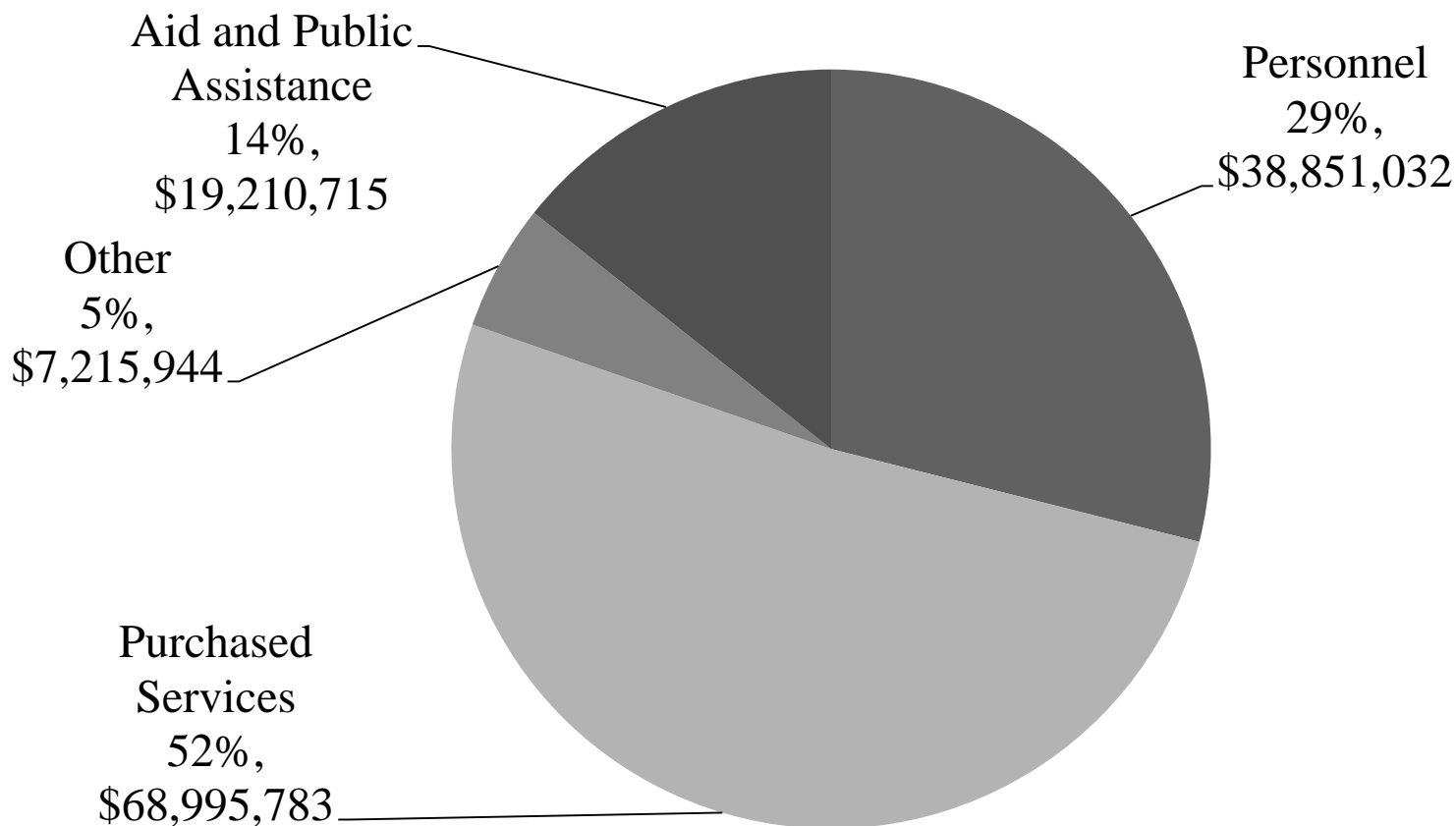
# Five Year Budget History

Fiscal Year	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Actual	FY 2014-15 Authorized
Requirements	\$109,621,076	\$100,473,609	\$105,773,636	\$121,661,871	\$134,273,474
Receipts	\$42,782,946	\$39,039,109	\$44,602,675	\$56,017,090	\$67,994,615
Appropriation	\$66,838,131	\$61,434,501	\$61,170,960	\$65,644,781	\$66,278,859
FTE	590.8	541	537.6	529.9	520.9

# Sources of Receipts

- Internal Service Charges to Other State Entities (Motor Fleet, Mail Service, Etc.)
- Fees (Divorce, Marriage Filing, Registration, Etc.)
- Grants from other Government Entities
- Federal Funds

# FY 2014-15 Authorized Expenditures by Type





# Recent Legislative Actions

- 2014:
  - Appropriates funds from the North Carolina Veterans' Home Trust Fund to support the new homes in Black Mountain and Kinston
  - Transfer \$2.13M from the E-Commerce fund to general availability
  - Appropriates \$10.9M from the Motor Fleet Management fund to bring the replacement schedule closer to industry standards

# Information Requested from DOA

- E-Commerce fund
  - Source and balance of the fund
  - What is the origin of the fee and what would be the effects of changing the fee?
- Motor Fleet Management
  - Impact of the appropriation to bring the replacement schedule in line with industry standards
  - Vendor proposal to place tracking software in state vehicles

# Information Requested from DOA

- Justice for Sterilization Victims
  - What is DOA's role in the program?
  - What is the current status of the program?
- Youth Involvement
  - Please present the findings of the continuation review required in the 2013-14 budget
- State Construction
  - DOA's role in Repair and Renovation
  - Potential impact of the Governor's proposed bond

# Questions

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# Division Descriptions Outline

- Facilities Management
- Purchase and Contract
- E-Commerce Fund
- State Construction
- State Property
- Historically Underutilized Businesses
- Mail Service
- Motor Fleet Management
- Surplus Property
- State Parking
- Veterans Affairs
- Council for Women
- Indian Affairs
- Human Relations Commission
- Non-public Information
- Youth Involvement

# Facilities Management

Statutory Authorization: G.S. 143-341(8)a-e

- Maintains the majority of facilities within the Capital area
- In FY 2011-13, the General Assembly fully funded building reserves for the newly opened Green Square Building, Nature Research Center, and Office of the Chief Medical Examiner/Public Health Lab

# Facilities Management Division

- Maintains 156 buildings and 44 parking facilities: (6,471,427 sq. ft.)
- Approximate Cost: \$5.19 per Sq. Ft.
- Organized around:
  - Administration/Operations
  - Building Services
  - Building Systems
  - Construction Services
  - Landscape Services

# Purchase and Contract

Statutory Authorization: G.S. 143, Article 3

- Administers and manages the majority of State contracts for goods and services and manages the State's E-Procurement System
- Administers EO-50 (NC Preference)
- Also provides services and training to a variety of non-State entities



# E-Commerce Reserve Fund

- Source of receipts is a charge on all goods purchased through the State's E-Procurement System (1.75% fee)
- Fund pays for the maintenance and operation of the State's E-Procurement System
- Fund balance has been re-allocated in the past:
  - S.L. 2011-145 diverted \$4,483,526 for General Availability
  - S.L. 2012-142 diverted \$2,470,642 to fund the Cash Management Module at the Office of State Controller
  - S.L. 2013-360 diverted \$11.1M over the biennium to General Availability and \$2.69M to support operations in the Purchase and Contract Division
  - S.L. 2014-11 diverted \$2.13M to General Availability

# State Construction Office

Statutory Authorization: G.S. 143-341(3) and G.S. 143-135.25

- Analyzes cost estimates and contracts related to construction and renovation
- Reviews and approves plans
- Supervises design and construction contract letting
- Inspects and accepts work, materials, and equipment
- Authority for the NC Building Code for State Buildings
- Staffs State Building Commission
- Analyzes the current state of State buildings (FCAP)

# State Property Office

Statutory Authorization: G.S. 143-341(4) and G.S. 146

- Handles State real estate transactions (leases, sales, transfers, etc.) for the State and maintains listing of State property
- Maintains a listing of all State owned buildings, space, and land
- Manages State's unallocated land

# Historically Underutilized Business

## Statutory Authorization:

- Executive Order #150, #106, #86
- G.S. 143-48, 143-48.4, 143-64.31, 143-128.1, 143-128.2, 143-128.3

Agency that certifies businesses as being woman or minority owned; coordinates data on participation; provides training and outreach on working with the State for procurement of goods and services

# Mail Service Center

Statutory Authorization: G.S. 143-341(8)g - h

- Handles mail services to and from State Agencies (Statewide)
- Interoffice mail in downtown complex
- X-Rays mail
- Courier Services
- Regional office in Statesville

# Motor Fleet Management

Statutory Authorization: G.S. 143-341(8)(i)

- Manages a portion of State's motor vehicle fleet (~8,500 vehicles)
- Provides temporary motor pool
- Management of long term vehicle assignments to agencies and individuals
- Exemptions for UNC, Highway Patrol, and non-passenger vehicles

# Surplus Property (Federal and State)

## Statutory Authorization:

- P. L. 94-519 (Federal authorization)
- Article 3A of G.S. 143

Handles the sale and warehousing of State and Federal surplus property (Materials, Supplies, and Equipment)

- 95% of sales returned to Agencies

# State Parking

Statutory Authorization: G.S. 143-340(18) and (19)

- Manages parking for State employees and visitors within the downtown State government complex
- Approximately 8,505 spaces under management (6 parking decks and 19 surface lots)



# Veterans Affairs

## Statutory Authorization:

- Article 1 of G.S. 165
- G.S. 143B-399 (Commission)
- Article 8A of G.S. 65(Veterans Cemeteries)

## Division Offers the Following Services:

- Filing claims for benefits for Veterans and families
- Training, assisting, and supervising County Veteran Service Officers
- Administering Scholarship, Nursing Home, and Burial Programs

# Veterans Affairs

- *Cemeteries*: Black Mountain, Spring Lake, and Jacksonville
- *Nursing Homes*: Black Mountain, Kinston, Fayetteville, and Salisbury
- *District Offices*: Elizabeth City, Kinston, Wilson, Wilmington, Garner, Durham, Clemmons, Charlotte, Morganton, Canton, Fayetteville, and Greenville

# Council for Women and Domestic Violence Commission

## Two Commissions (Women and Domestic Violence)

- Council For Women advises State government on issues related to women in the State
- Commission on Domestic Violence assess Statewide needs related to Domestic Violence

Management and Staffing occurs under Single Division at Department

# Council for Women and Domestic Violence Commission

## Statutory Authorization:

- G.S. 143B-393 (Council for Women)
- G.S. 143B-394 (Domestic Violence Commission)
- G.S. 143B-394.21 (Sexual Assault and Rape Crisis Center Fund)
- G.S. 50B (Domestic Violence Center Fund)

# Commission on Indian Affairs

Statutory Authorization: G.S. 143B-404

- Administers a variety of programs for State recognized Tribes (8) and Urban Indian Associations (4)
- Investigates and reports on needs of the above populations to State, Federal, and local governments

# Human Relations Commission

Statutory Authorization: G.S. 143B-391, G.S. 99D, and G.S. 41A

- Administers the State's Fair Housing Act
- Promotes positive human relations throughout the State
- Administers Martin Luther King Jr. Grant
- Staffs Human Relation Commission and Martin Luther King Jr. Commission

# Non-Public Education

Statutory Authorization: G.S. 155C, Article 9

- Maintains statistics on Private and Home Schools
- Monitors non-public school compliance to the laws governing those schools in a professional, objective and uniform manner

# Youth Involvement

Statutory Authorization: G.S. 143B 385-388 and G.S. 143B 417-419

- Administers the State internship program, Youth Legislative Assembly, and Students Against Destructive Decisions, Mini-Grant Program
- Staffs Youth Council